



**Tennessee Department of Transportation  
Information Technology Division**

**Position Opening for IT Business Administrator - Advanced**

**Job Description**

The Tennessee Department of Transportation IT Division is accepting applications for an **IT Business Administrator - Advanced (HQ)** for contracts and procurement support. This is a Preferred Service Position at **TDOT Headquarters** and will report to the IT Business Administrator-Lead and will support various aspects of TDOT's Information Technology Division that contribute to the strategic business goals established by TDOT Leadership.

Typical activities will include assisting in the preparation of procurement solicitation documents for the acquisition of equipment, materials, and services, coordination of the submittal and review process, and administration of various types of contracts including Software and Business Applications, Hardware and Network Infrastructure, Professional Services, Memorandums of Understanding, Job Order Contracting, and Purchase Orders.

TDOT IT is an agile environment that is seeking to change the face of state government and across the TDOT IT spectrum by gaining improvements to product development, service delivery and support, and acquisition of resources. TDOT is seeking innovative ways to improve procurement processes and procedures much like what is outlined at the Federal level at <https://playbook.cio.gov/techfar>. We are looking for solid, consistent and creative individuals who can work in an open and collaborative team environment. The person in this role should be someone that is seeking and is excited by new challenges, and someone that is passionate about improving State government in the way IT and digital services are acquired.

**Desired skills**

- Responsive, organized, and committed to providing professional, prompt, and accurate services with excellent communications, technical, analytical and problem solving skills.
- Ability and desire to work in a multi-disciplinary team in a dynamic, open environment



- Ability to prepare contracts, agreements and amendments for procuring IT and digital services.
- Demonstrated ability to think creatively in analyzing problems and propose practical solutions to procurement issues.
- Able to establish and maintain cooperative working relationships; excellent organizational skills with the ability to coordinate multiple concurrent initiatives.
- Ensure, monitor, and coordinate contracts and purchasing compliance, administer agreements, assist in resolving purchasing delays and initiate corrective actions; administer contract revisions, terminations and follow-up work.
- Familiarity with state/federal funding sources; rules, regulations and laws related to public agency contracts.

#### **Minimum Requirements:**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in Information Technology and three years of information technology related professional experience in one or a combination of the following: (1) technical writing/IT planning/business continuity/risk management/policies & procedures (2) records management, (3) IT procurement/asset management 4) budgeting/tracking expenditures 5) IT staff/contract administration.

OR

Graduation from an accredited college or university with an associate's degree in Information Technology and experience equivalent to five years of experience in one or a combination of the following: (1) technical writing/IT planning/business continuity/risk management/policies & procedures (2) records management, (3) IT procurement/asset management 4) budgeting/tracking expenditures (5) IT staff/contract administration.

**Substitution of Experience for Education:** Additional IT-related professional level experience in technical writing, IT planning/business continuity, risk management, policies & procedures, records management, IT procurement/asset management, budgeting/tracking expenditures, or IT staff/contract administration may substitute for the required degree on a year-for-year basis to a maximum of four years.



*(In case of being selected after the first screening, a survey will be sent out for a second screening. Please be aware that this survey will come from a different email address and might go to your Spam box.)*

To review and apply, please visit:

<http://agency.governmentjobs.com/tennessee/default.cfm>